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*FILE*

Administrative responsibilities, services, functions that need to be carried out in support of Intelligence Community Staff:

Certifying officer for all IC expenditures and obligations.

Accountable officer for all property, both expendable and nonexpendable.

Approving officer for all procurement items.

IC Staff security officer which involves periodic surveys to ensure that security procedures directed by the Office of Security are observed -- performing security checks after closing hours and maintaining security checklists for each component within the IC Staff.

Safety officer to comply with safety directives, memoranda, etc., issued by the Agency. Accident reports included in this responsibility.

Approving of routine personnel reassignment actions.

Coordination of responsibility with other Agency components for all matters pertaining to finance, logistics, personnel and security.

Responsible officer for monitoring all IC expenditures to ensure that expenditures conform with Agency and US Government regulations and that expenditures do not exceed or are obligated above the approved budget list.

Preparation of property and supply requisitions to include maintaining inventories and maintaining property issue accounts. Running account of expenditures used for preparing monthly status of encumbrances (SOE).

Preparation of personnel actions for resignations, retirements, promotions, transfers and reassignments, etc.

Preparation of requests for security clearances, building badges and identification cards.

Preparation and maintenance of Time and Attendance reports.

Preparation and maintenance of obligation status reports and status of financial allotments.

Arrangements for travel -- preparation of travel orders -- travel vouchers, obtaining advance travel funds.

Parking permits and maintenance of records for parking for IC Staff.

Preparation of work orders for support services, such as telephones, typewriters, internal repairs, moving of furniture, etc.

Preparation of fitness reports.

Maintains and takes necessary action dealing with training bulletins, materials and processing of training requests.

Maintains personnel soft files on IC Staff members, consultants and contractors.

Preparation of necessary paperwork in verifying rental equipment and arrangement for rental equipment.

Processing of requests for purchase of or obtaining of books, magazines, newspapers, etc.

Coordination with DCI Executive Secretariat for the flow of correspondence, action papers, etc.

Responsibility for controlling the function of IC Registry for the following:

- Logging and dissemination of all publications.

- TS control officer.

- Codeword control officer.

- Reviewing and logging of all incoming cables and making distribution of same for IC Staff requirements.

- Maintaining property records for the destruction or retirement of materials.

- Maintaining and filing of all regulations, notices, handbooks, bulletins and USIB documents.

- Obtaining necessary documents for special requirements by the IC Staff.

- Maintaining suspense systems for follow-up actions.

- Delivery and pick up of mail for IC Staff components.

Preparation of annual budget for IC Staff.

Preparation of memoranda informing and advising the Staff on various procedures in order to comply with Agency rules and regulations. Example would be contacts with foreigners, foreign travel, etc.

Internal procedures for promotions and fitness reports, to include efficiency reports for military people as well as civilians detailed to the IC Staff.

Coordination of requests for necessary office space.

Arrangements for and making necessary preparations for special conferences and meetings for IC senior principals.

Setting up of special meetings or projects as directed by Deputy Director of IC.

IC Staff Publications Unit:

Typing and composing reports for IC Staff and their subordinate USIB committees.

Maintaining and operating the MTST selectric typewriter and the MTSC.

Graphic layouts and placement, stripping in conjunction with preparation of graphic charts, vugraph charts to include art and design work.

Maintaining necessary magnetic tape files and files of various reports and documents prepared for IC Staff.

Assists various committees with their reports and provides typing support, etc.

Proofreading.